



DEPARTMENT OF THE ARMY  
US ARMY INTELLIGENCE AGENCY (PROVISIONAL)  
WASHINGTON, DC 20310-1015

REPLY TO  
ATTENTION OF

AIA-ZC

1 December 1984

SUBJECT: Mission and Functions of the Headquarters US Army Intelligence Agency  
(USAIA)

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1. Mission.

The mission of HQ USAIA is to--

a. Manage and coordinate the production and dissemination of all-source scientific and technical and general intelligence (less medical) and counter-intelligence produced by the Army's three intelligence production centers (FSTC, MIA, ITAC).

b. Provide all-source threat analysis support and projections to the Army materiel, force, and combat developers and Army Staff.

2. Functions.

After DA approval of the Concept Plan, the functions of the USAIA are to-

a. Manage the production of scientific and technical and general intelligence (less medical) and counterintelligence information in response to DA and other DoD validated requirements.

b. Perform threat analysis support within established Army policy and standards to support Army plans, operations security programs, materiel acquisition, and combat development activities.

c. Provide dissemination support for Foreign Intelligence to HQDA Continental United States (CONUS) Major Army Commands (MACOMs), Army CONUS organizations not subordinated to a unified and specified command, and their subordinate agencies, activities, and units for the Assistant Chief of Staff for Intelligence.

d. Manage the Army Foreign Materiel Exploitation Program.

e. Manage National Foreign Intelligence Program Army resources and other Army program resources distributed to the USAIA by the HQDA in Funding Authorization Documents, Program Budget Guidance, and other funding and manpower documents.

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f. Ensure that all automation and communications planning is consistent with the OACSI, DA and HQDA Master Automation Plans in accordance with AR 18-1.

3. Responsibilities by Division.

a. Administration and Logistics.

- \* (1) Management of joint and congressional actions.
- (2) Monitor Equal Opportunity, Equal Employment Opportunity, Upward mobility, Affirmative Actions, Quality of Life and Federal Women's Programs.
- \* (3) Management and support of military and civilian personnel services, training, security, space, reproduction, distribution, control and safety programs.
- \* (4) Management and support of publications, records, correspondence, word processing and classified document control.
- (5) Administer and coordinate the Intelligence Reservists Affairs Program.
- (6) Prepare agency historical inputs.

b. Resource Management

- (1) Respond and comply with policy and guidance from Comptroller of the Army.
- (2) Formulate the USAIA input to the National Foreign Intelligence Program (NFIP) to include USAIA resources in the General Defense Intelligence Program (GDIP) and the Foreign Counterintelligence Program (FCIP).
- (3) Formulate the USAIA NFIP budget submission for the GDIP and FCIP. Formulate the USAIA Command Operating Budget (COB) for both the NFIP and non-NFIP accounts.
- (4) Formulate the Program Analysis and Resource Review (PARR) for those USAIA appropriations and programs not included in NFIP formulation (non-NFIP accounts).
- (5) Formulate the program and budget for the command element of the USAIA. (Includes pay, contracts, travel, supplies, equipment, and other support as needed).
- (6) Operate Army General Operating Agency 14; Receive Funding Authorization Documents (FADs); and issue FADs to USAIA subordinate elements, including the command element.

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- (7) Receive, review, and analyze reports on budget execution prepared by supporting finance and accounting offices and by the US Army Finance and Accounting Center (USAFAC).
- (8) Conduct Internal Control Review Program.
- (9) Manage Quick Return on Investment Program (QRIP), Base Commercial Equipment Program (BCE) and Productivity Enhancement Program (PEP).
- (10) Validate requirements in terms of projected workload and mission responsibilities.
- (11) Plan and conduct on-site surveys of AIA, command element, and production centers.
- (12) Allocate manpower resources within established ceilings and guidance.
- (13) Prepare, interpret, analyze, evaluate, and apply reports data as it affects management.
- \* (14) Interface with program and budget offices to implement manpower guidance.
- \* (15) Develop and revise documentation of organization, personnel, and equipment sections of the TDA and MOB TDA.
- (16) Analyze missions, functions, organizational structure, workload and capabilities of existing or proposed organizational elements in consonance with accepted management doctrine (i.e., Army regulations and other policies). Develop, revise, coordinate, and maintain the 10-series Army regulations for organization and functions of the USAIA.
- (17) Monitor and report on the EEMI program in accordance with COA guidance.
- (18) Manage USAIA participation in the ASP.

c. Production Management

- \* (1) Manage US Army Intelligence production to include counter-intelligence.
- \* (2) Determine the intelligence and counterintelligence production needs of the Army.
- \* (3) Manage a system to identify and satisfy Army intelligence and counterintelligence production needs.
- \* (4) Manage the overall production capabilities of the Army's three intelligence production centers.

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- \* (5) Manage the intelligence products dissemination process.
- \* (6) Manage processing of the Army's intelligence production requirements.
- (7) Conduct operational planning (i.e. Mobilization, COOP, Disaster Control, War Emergency, etc.).

d. Research and Analysis

- \* (1) Develop plans and policies necessary to effect support to the RDA process.
- \* (2) Provide direct liaison with key TRADOC and AMC personnel involved in the long range RDA process.
- \* (3) Provide guidance, coordination, and evaluation for all long range forecasting products on Soviet ground forces, equipment, organization and operations (e.g. SBDP, ARTS, LAMM, and DIA products).
- \* (4) Direct or accomplish quick reaction tasks on critical intelligence issues.
- \* (5) Identify emerging issues and plan response to reduce need for quick reaction tasks.
- (6) Provide a focal point for the special access programs of the production centers.
- (7) Arbitrate differing positions between production centers or between AIA and external organizations.
- \* (8) Spot check selected AIA products for analytical quality assurance.
- \* (9) Continue improvement of SBDP to provide timely, high quality integrated intelligence to meet needs of majority of US Army consumers.
- (10) Promote continued improvement of forecasts.
- \* (11) Promote use of SBDP to identify gaps and shortfalls which should be addressed in AIA collection and production planning.

(\* = Being performed by Transition Team)

FOR THE DIRECTOR:

*Signed*

MICHAEL M. MILAM  
Colonel, MI  
Chief of Staff

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